



STATE OF ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY

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Public Services	242-4364
State Records Center	242-4306
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Steve Murray
DIRECTOR

Job Announcement Archivist Government Services Division Alabama Department of Archives and History Montgomery, AL

Classification: 30430 Archivist

Current Vacancy: Appraisal/Records Management Archivist

Pay Grade: 67/69

Annual Salary Range: \$30,724.80 - \$48,924.00

Date we will request a register from State Personnel: August 21, 2013

The Alabama Department of Archives and History (ADAH) seeks a highly motivated, innovative and collaborative Archivist to train for a leadership role in the appraisal and outreach program with state and local government agencies. Reporting to the head of the Appraisal Section, the archivist will be responsible for: establishing retention requirements for state and local records in all formats; monitoring the maintenance and destruction of agency records; acquiring permanent state records for preservation in the Alabama Department of Archives and History; and providing records-outreach support for core constituent groups.

While this is the only position currently approved for hire, the archivist position is a continuous register in Alabama and we anticipate additional hires in the near future. **If you are interested in any archival position with the State of Alabama we encourage you to submit an application by the deadline provided above.**

Duties of Appraisal/Records Management Archivist:

- Work with state and local government officials to identify the legal, fiscal, administrative, and historical value of records and submit retention recommendations to the State and Local Government Records Commissions.
- Monitor the implementation of records retention requirements by state and local agencies and the annual recordkeeping reporting process.
- Assist in updating and creating procedural and technical information for distribution to state and local agencies.
- Processes records destruction requests submitted by local agencies.

Honorable George P. Evans, Chair, **District 7** · Shirley Dowling McCrary, Vice Chair, **District 5**

District 1: The Most Rev. Oscar H. Lipscomb; Vaughan I. Morrisette · **District 2:** Horace H. Horn; Charles A. Stakely

District 3: Fred D. Gray; Delores R. Boyd; **District 4:** Bobby M. Junkins; Morris W. Savage · **District 5:** Julian D. Butler

District 6: Leah Rawls Atkins; Gillian W. Goodrich · **District 7:** June F. Davis; **At Large:** Joel T. Daves IV; Ocllo S. Malone

Ex-officio Member: Governor Robert Bentley

- Provide recordkeeping support to state and local officials as well as local records repositories.
- Acquire state agency historical records for preservation at the ADAH.
- Work with local government officials to preserve records in local communities.
- Work with all stakeholders to develop and/or revise policies, rules, and guidelines concerning the management of records, in all formats, based on national and international best practices.
- Develop and provide training programs on the proper management of records
- Become familiar with current Alabama, other state, and national laws with regards to recordkeeping

Knowledge, Skills, and Abilities:

- Knowledge of records management and archival core competencies.
- Knowledge of the principles and practices involved with the appraisal, collection, and disposition of records.
- Knowledge of reformatting best practices.
- Evidence of commitment to the archival profession by memberships and participation in professional associations.
- Record of ongoing professional development and contribution.
- Ability to work well with all stakeholders
- Ability to express ideas clearly, both orally and in writing.
- Ability to read, analyze, and interpret industry periodicals, professional journals, technical procedures, and government regulations to keep up-to-date with new best practices and techniques.
- Ability to lift and carry heavy boxes weighing on average 30-40 pounds.

Qualifications:

Bachelor's degree in history, political science, government or a related field, plus two graduate level courses in archival administration or one year's professional experience in archival or records management work.

A Driver's License

For additional information about the position please contact Tracey Berezansky at 334-353-4604, tracey.berezansky@archives.alabama.gov or visit http://personnel.alabama.gov/Documents/Announcements/101276_A.pdf. The State of Alabama Application form is available at <http://www.personnel.alabama.gov/Content.aspx?Pg=9>

For additional information about the Alabama Department of Archives and History, visit our web site at <http://www.archives.alabama.gov>.